

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To



Employee Name	<u>Dufauchard, Preston</u>
Expense Dates	<u>03/01/10-03/24/10</u>
Total Expense Amount	<u>302.40</u>
Amount Due Employee	<u>302.40</u>
Form ID	<u>TEA000642923</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/03	Bus Fare	29.60	
2)	03/15	Bus Fare	29.60	
3)	03/22	Bus Fare	29.60	
4)	03/24	Bus Fare	29.60	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

Michele Bond

Travel & Expense Account Summary

Employee Name Preston Dufauchard
Expense Dates 03/01/10-03/24/10
Report Name Preston - March Claim

Request Total \$ 302.40
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 302.40

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Sacramento	302.40

NOTE: (d)=Direct Charge

DATE	Mon Mar 1	Wed Mar 3	Mon Mar 15	Tue Mar 16	Mon Mar 22	Wed Mar 24				TOTAL
Mileage, Personal Auto	92.00			92.00						184.00
Bus Fare		29.60	29.60		29.60	29.60				118.40
TOTALS \$	92.00	29.60	29.60	92.00	29.60	29.60				302.40

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Sacramento	03/01/10	Mileage, Personal Auto	92.00	Cash
Non-Travel Expenses	Sacramento	03/03/10	Bus Fare	29.60	Cash
Non-Travel Expenses	Sacramento	03/15/10	Bus Fare	29.60	Cash
Non-Travel Expenses	Sacramento	03/16/10	Mileage, Personal Auto	92.00	Cash
Non-Travel Expenses	Sacramento	03/22/10	Bus Fare	29.60	Cash
Non-Travel Expenses	Sacramento	03/24/10	Bus Fare	29.60	Cash